IDEM

We Protect Hoosiers and Our Environment

Environmental Management

NetDMR Registration Walk-Through

Step by step Guide

NetDMR Test:

https://netdmrtest.epacdx.net/netdmr-web/public/home.htm

NetDMR Live/Production:

https://netdmr.epa.gov/netdmr/public/home.htm

IDEM NetDMR Contact Information

Gary Starks, Section Chief: 317-232-8694
gstarks@idem.in.gov

Rose McDaniel: NetDMR Assistance 317-233-2653
rmcdanie@idem.in.gov

Missy Nunnery: NetDMR Registration 317-232-6770
mnunnery@idem.in.gov

IDEM NetDMR Training

- **Located at http://www.in.gov/idem/6765.htm for IDEM NetDMR training information:**
  - 1. *NetDMR Registration Walk-Through*
  - 2. *NetDMR Data Entry Walk-Through*
  - 3. *NetDMR Miscellaneous (Revise, Import, Print) Walk-Through*
    - Revising NetDMRs
    - Importing Data to NetDMR
    - Viewing/Printing the completed NetDMR

NetDMR test vs. production/live

IDEM suggests the NetDMR user first try NetDMR in a test environment, prior to registering for the NetDMR live/production system.

- Use the following instructions for NetDMR test
- Upon (IDEM) approval, use them for NetDMR live (production) system, for DMR submittal

NetDMR Test vs. Production/Live

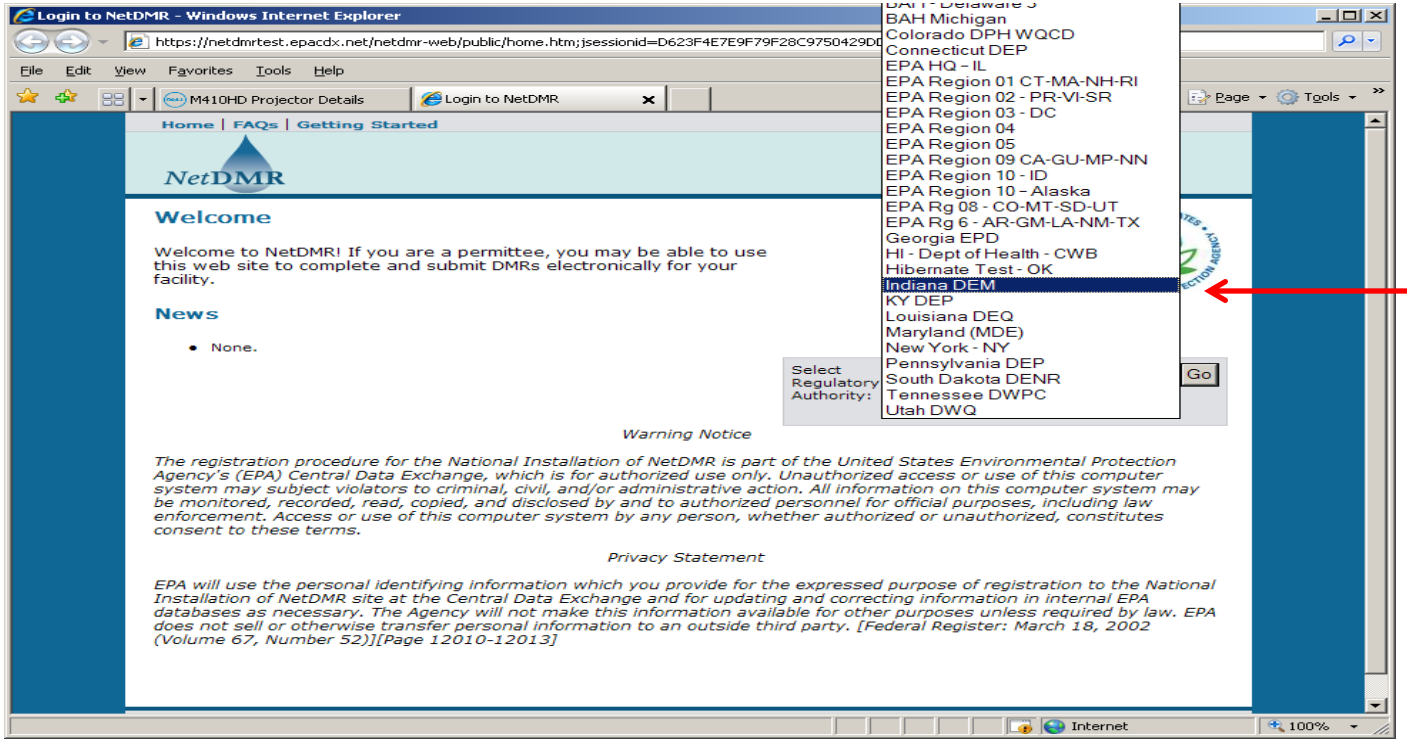
- NetDMR Test – not connected to EPA database
  - Used to see how to register for NetDMR
  - And how to submit a NetDMR and MMR/MRO
- NetDMR (live/production) – uploads to EPA database every night
  - Requires the submittal of Subscriber Agreement
  - Used to satisfy DMR and MMR/MRO requirement

NetDMR Registration Outline

- **Getting Started**
  - Select the Right Instance/Agency (“Indiana DEM”)
  - Check Your Permit for NetDMR Availability
- **Create Your Account**
  - Receive Account Verification
- **Request Access for Your NPDES Permitted Facility**
  - Wait to receive Facility Access Approval
  - In NetDMR (live/production) do submit the Subscriber Agreement

Getting Started

Select the Right "Instance" (Agency)

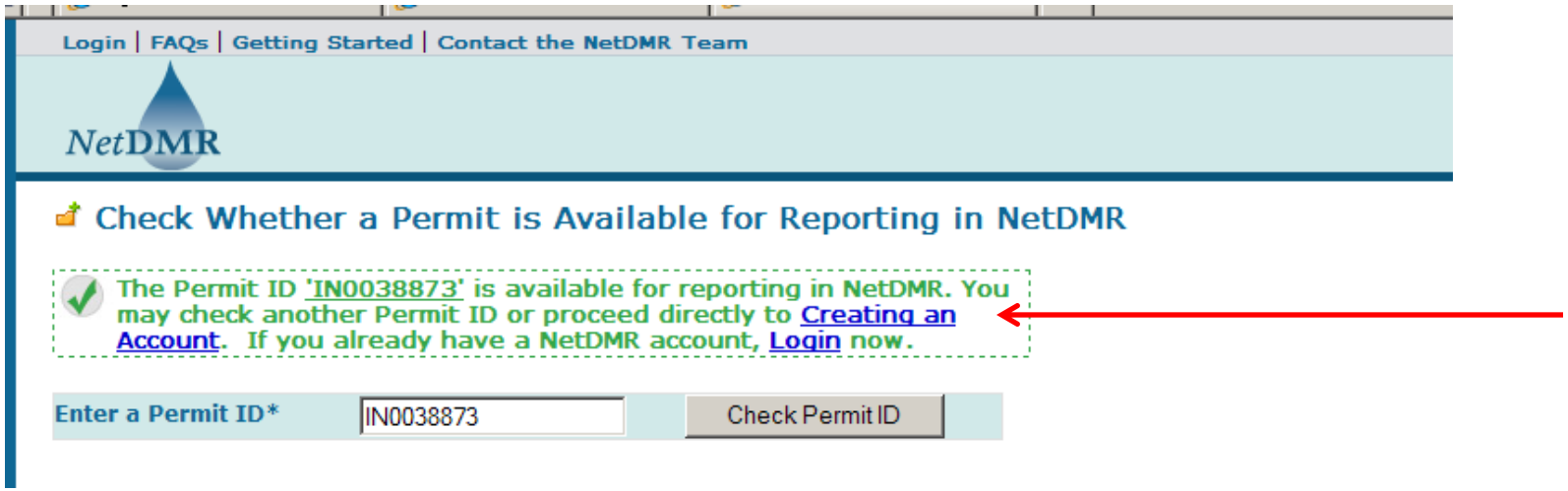


Indiana DEM Instance Home Page

- Create a new account – Find Contact Information
- Check Permit ID for availability
- Forgot Username/Password: self re-set

Check your permit for Availability

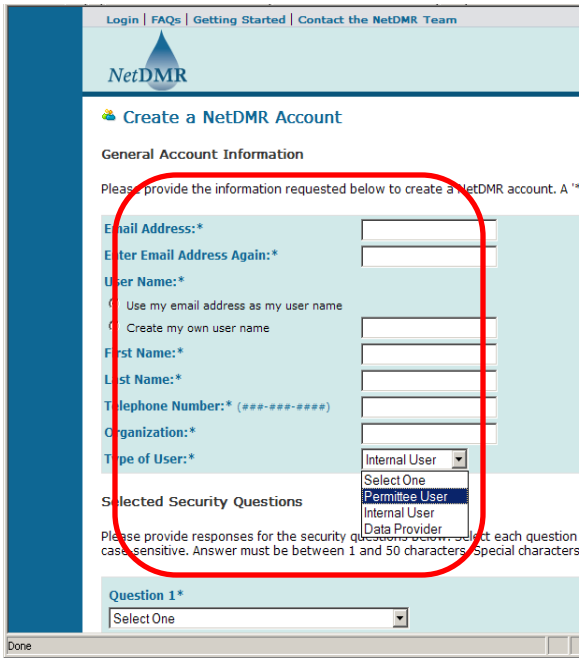
- If you receive this message, your permit is available for NetDMR reporting - If not, verify the permit number entered
- Proceed to create your Account – the first person to create an account for a facility must be the Signatory Authority



Create Your Account

Complete the required Information:

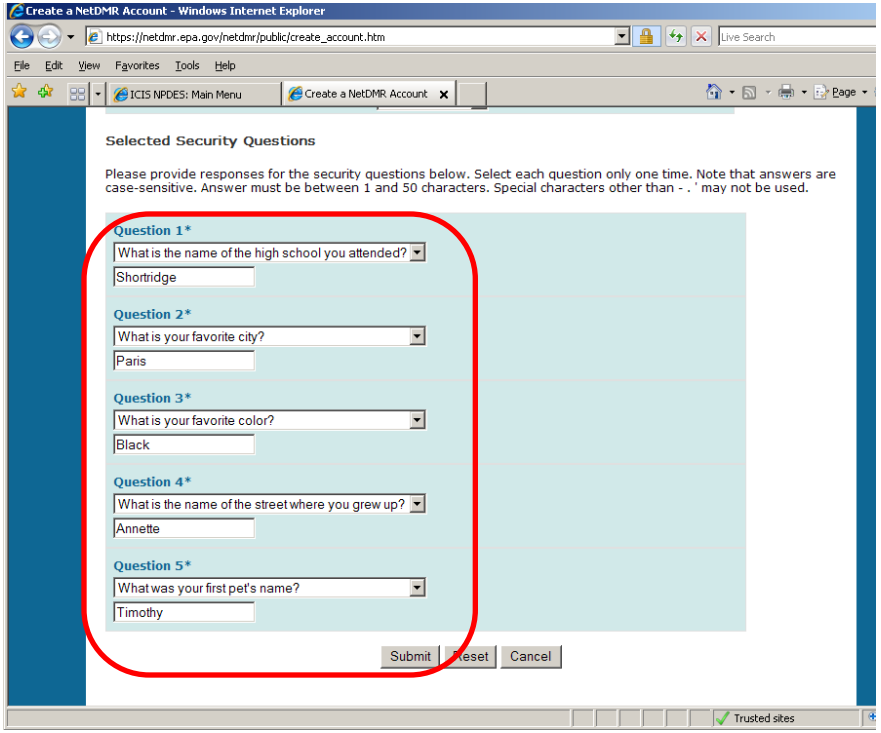
- Work-Related email address
- Phone Number
- Organization
- Type of User:
  - Internal: Regulatory: IDEM-EPA (View only)
  - Data Provider: Lab/Consultants (Data Entry, Edit, View)
  - **Permittee User (External)**: Signatory and/or Operator (Enter Data, View, Edit; Signatory can also Sign and Submit)



Create Your Account (2)

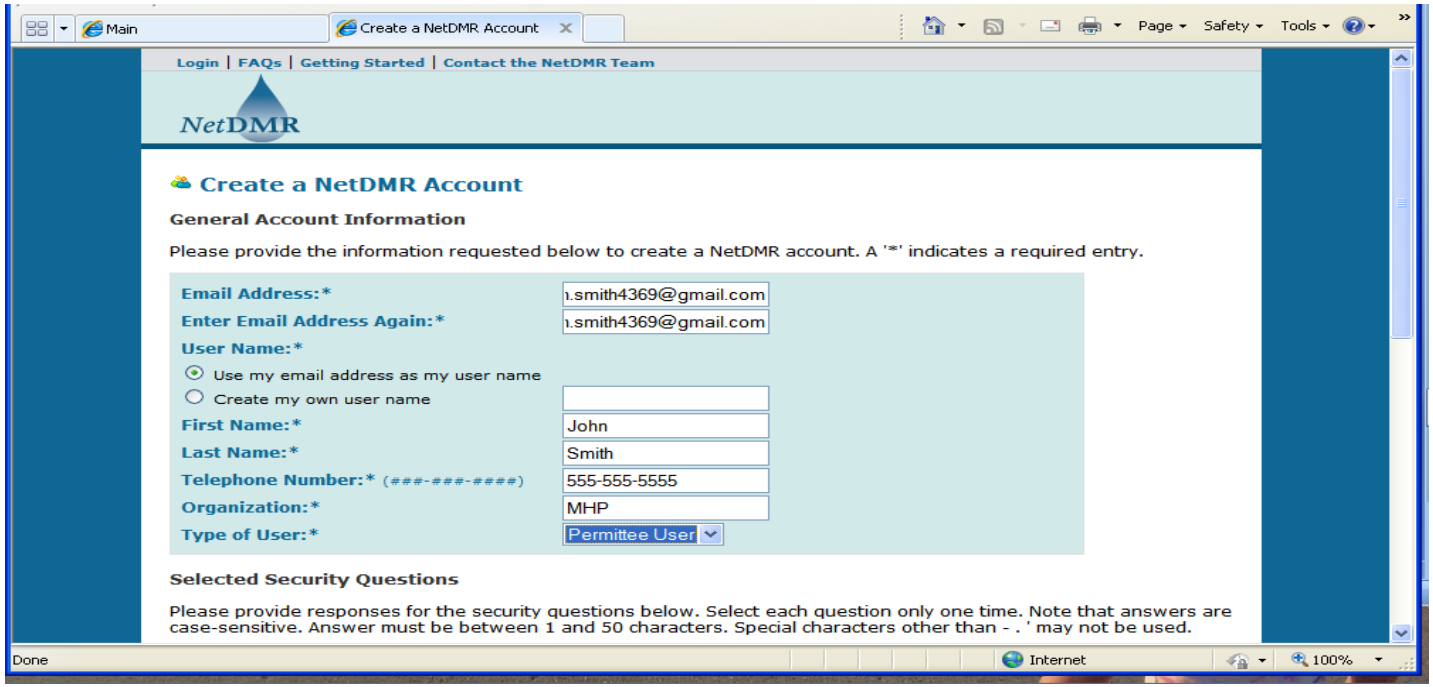
Complete the required Information:

- Supply and remember answers to Five Security Questions – these will be used to sign DMRs (**answers are case sensitive!**) – cannot use same answer for all.



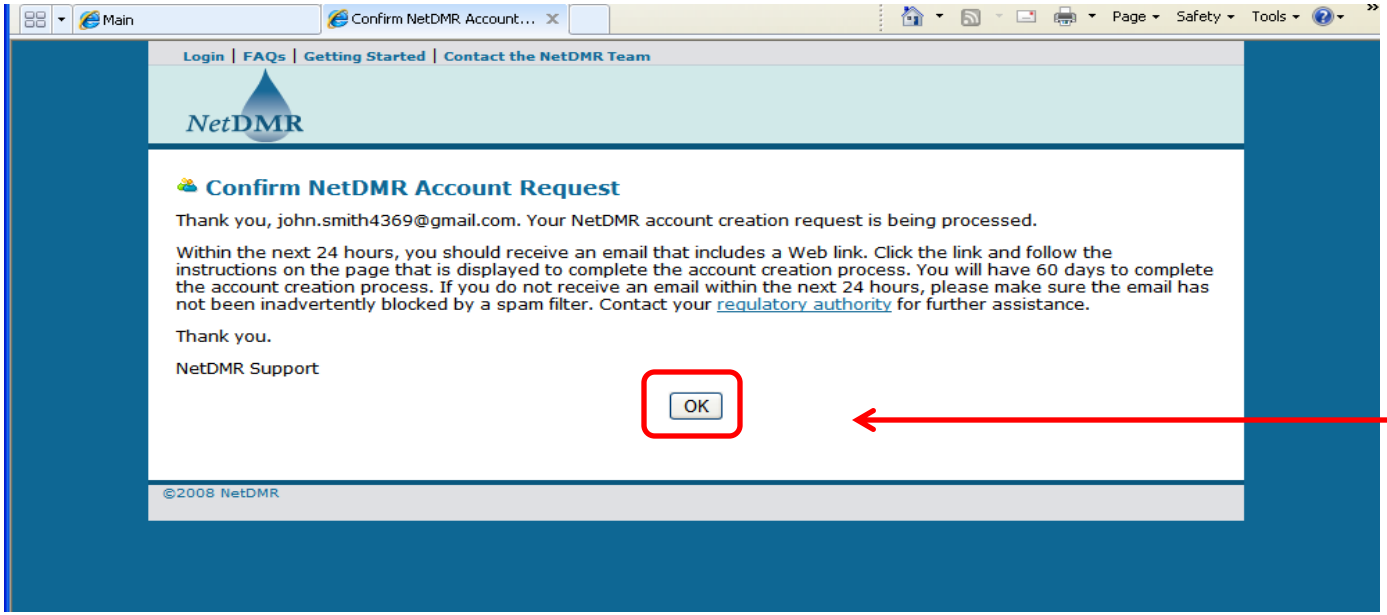
Create Your Account (3)

- Review the entered information – if everything is correct, click “Verify” at the bottom of the page.



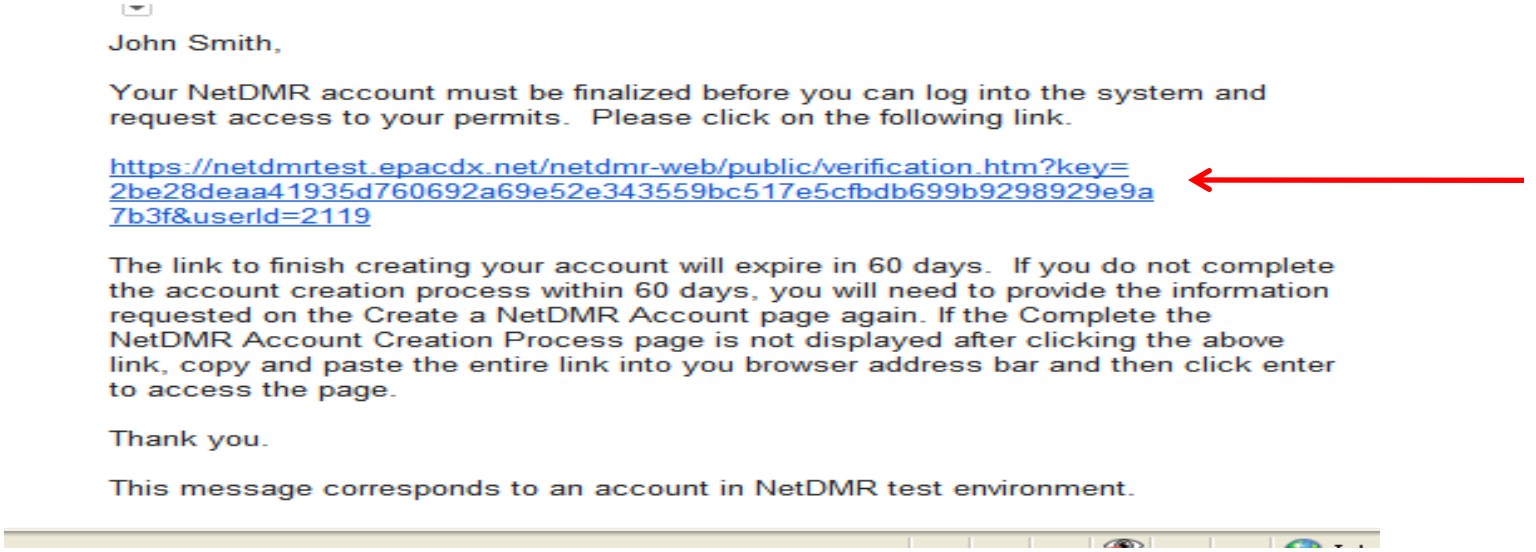
Create Your Account (4)

- You will receive a confirmation message on the next screen
- Click “OK”



Create Your Account (5)

- Within 24 hours you will receive a verification email from NetDMR: click (once only) the link within that email message to continue the account creation process.
- The link will expire in 60 days



John Smith,

Your NetDMR account must be finalized before you can log into the system and request access to your permits. Please click on the following link.

https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?key=2be28deaa41935d760692a69e52e343559bc517e5cfbdb699b9298929e9a7b3f&userId=2119

The link to finish creating your account will expire in 60 days. If you do not complete the account creation process within 60 days, you will need to provide the information requested on the Create a NetDMR Account page again. If the Complete the NetDMR Account Creation Process page is not displayed after clicking the above link, copy and paste the entire link into you browser address bar and then click enter to access the page.

Thank you.

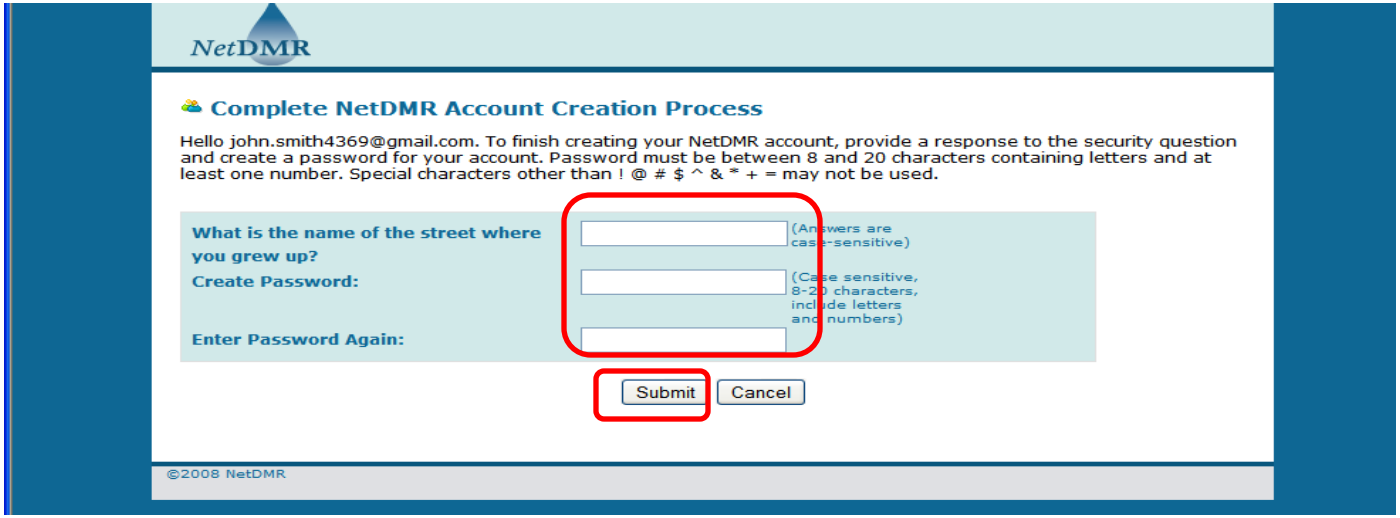
This message corresponds to an account in NetDMR test environment.

Create Your Account (6))

- Respond to the Security Question – Remember, it is case sensitive
- Create a password, and retype it to confirm

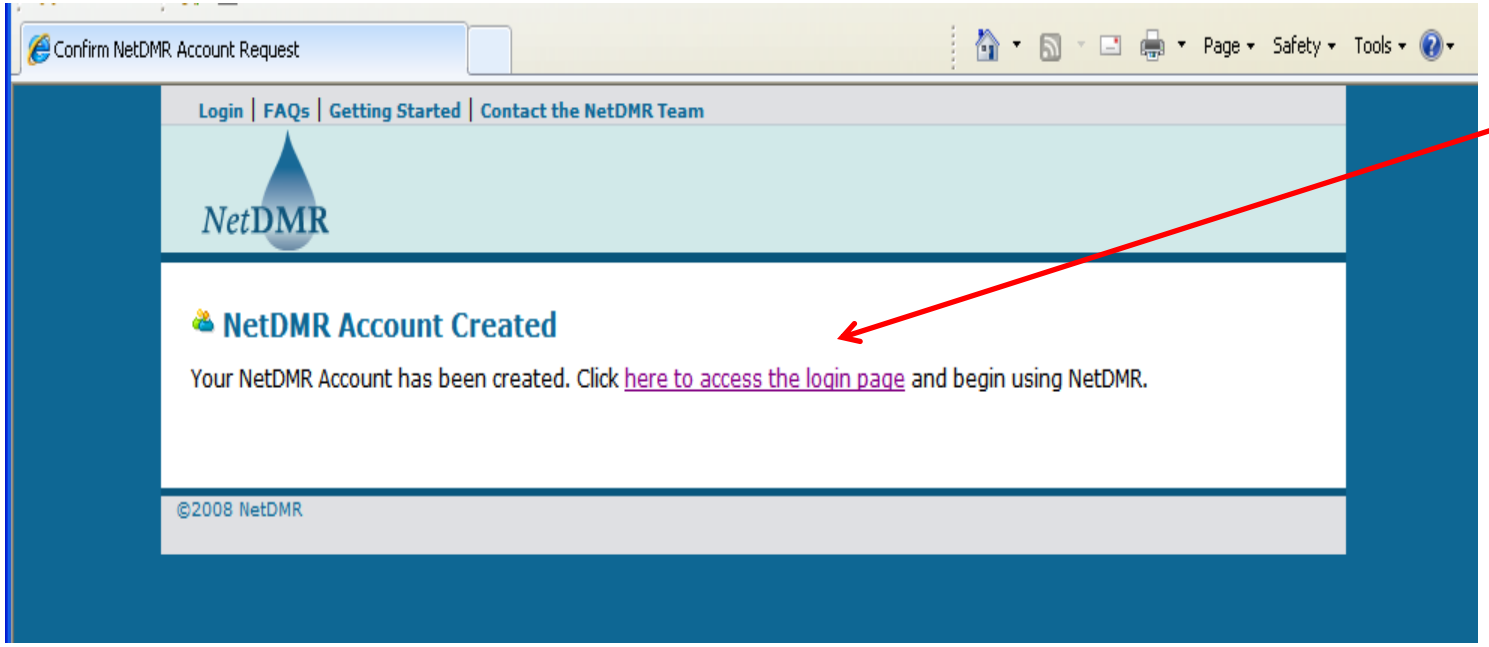
  Password is also case sensitive and expires every 90 days

  Password must be 8-20 characters, and must have at least one letter and one number
- Submit



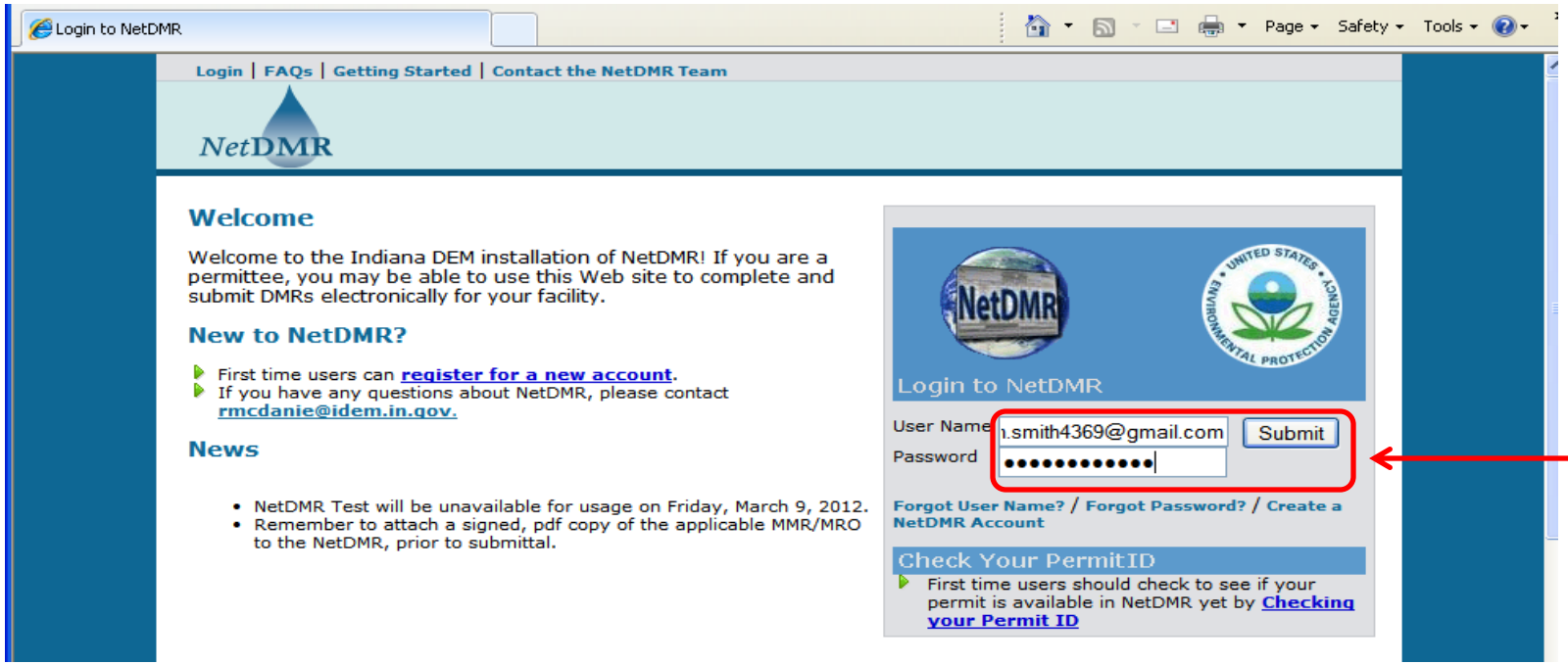
Create Your Account (7)

- You've finished creating your account!
- Click the link to login



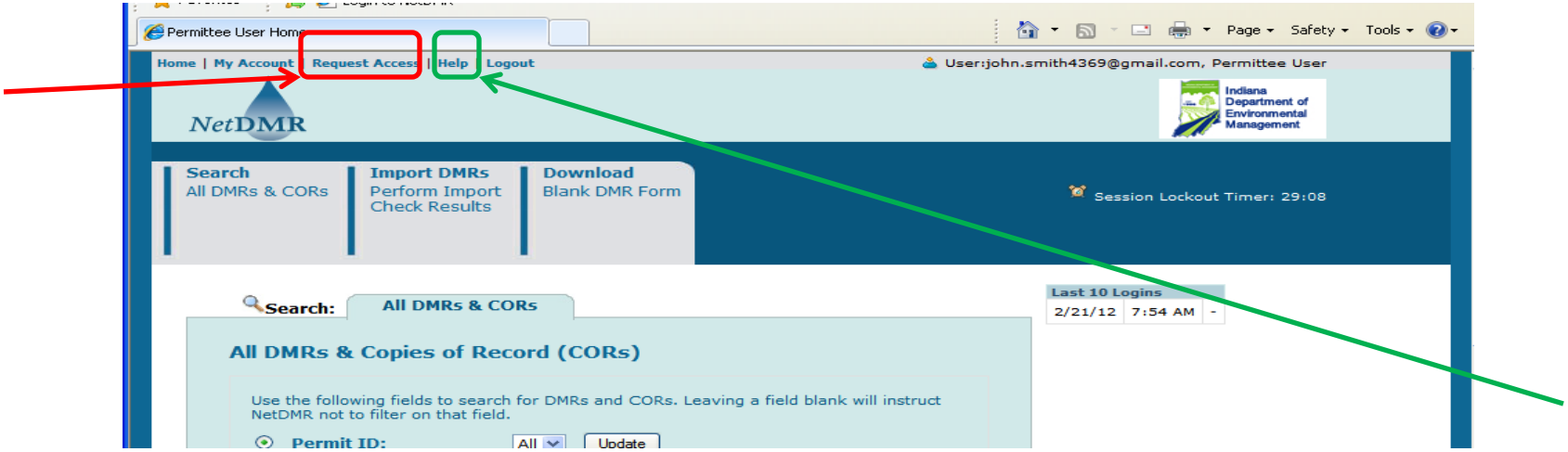
Login To Request Facility

- Enter your User name and password - Submit



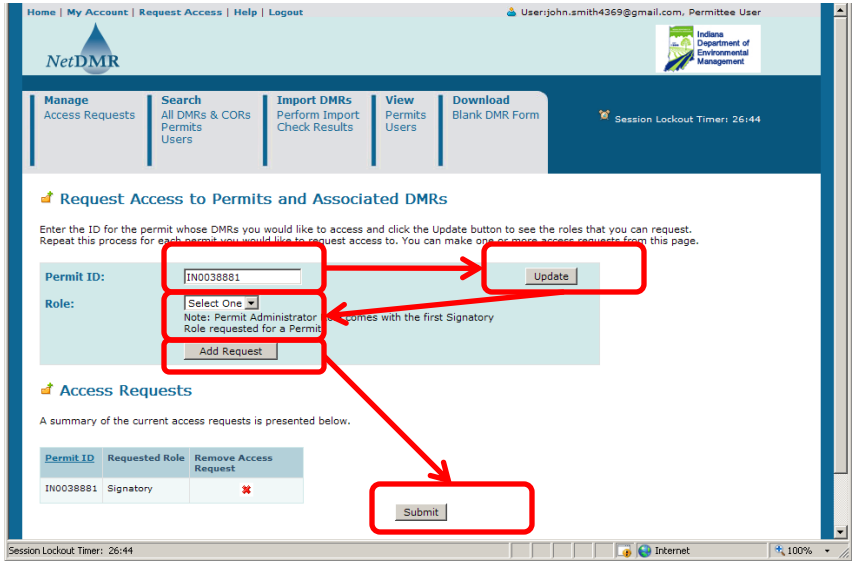
Request Access to NPDES Facility

- Home page – Select “Request Access” at top of page; First person to request access to a facility must be Signatory Authority, who becomes “Permit Administrator”
- Note: the “Help” choice is a good information resource



Request Access to NPDES Facility (2)

- Enter your 9-digit NPDES ID
  - Click “Update”
  - Choose Role
  - Click “Add Request”
  - Click “Submit”



Request Access to NPDES Facility (3)

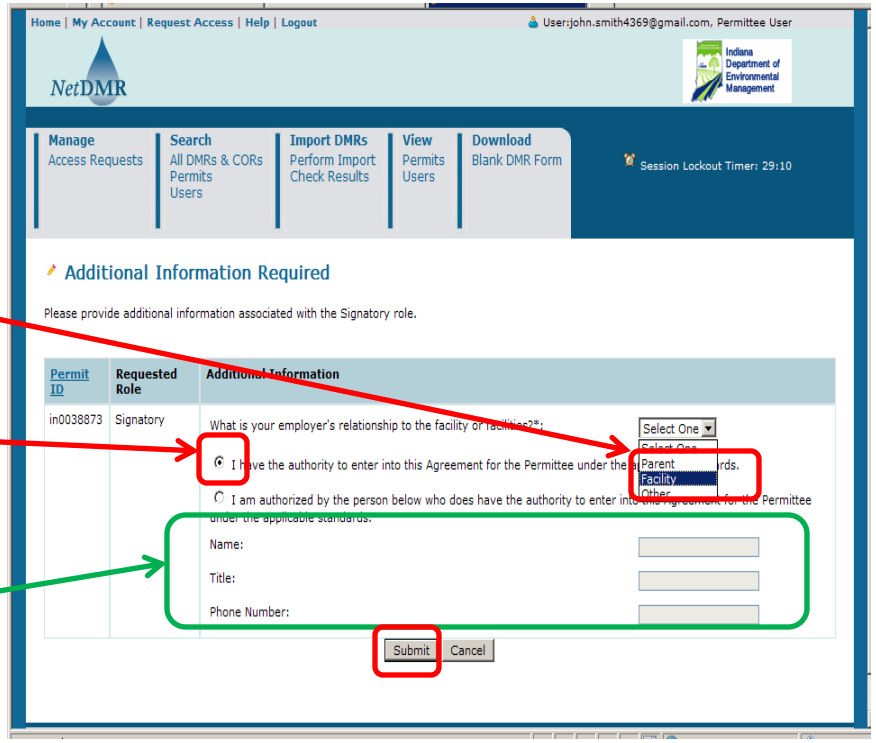
- If the Signatory role was selected, additional information is required:

Select relationship to facility

If authorized as Signatory, choose first choice

If signatory access is desired, fill in appropriate information

- Submit - Then Confirm



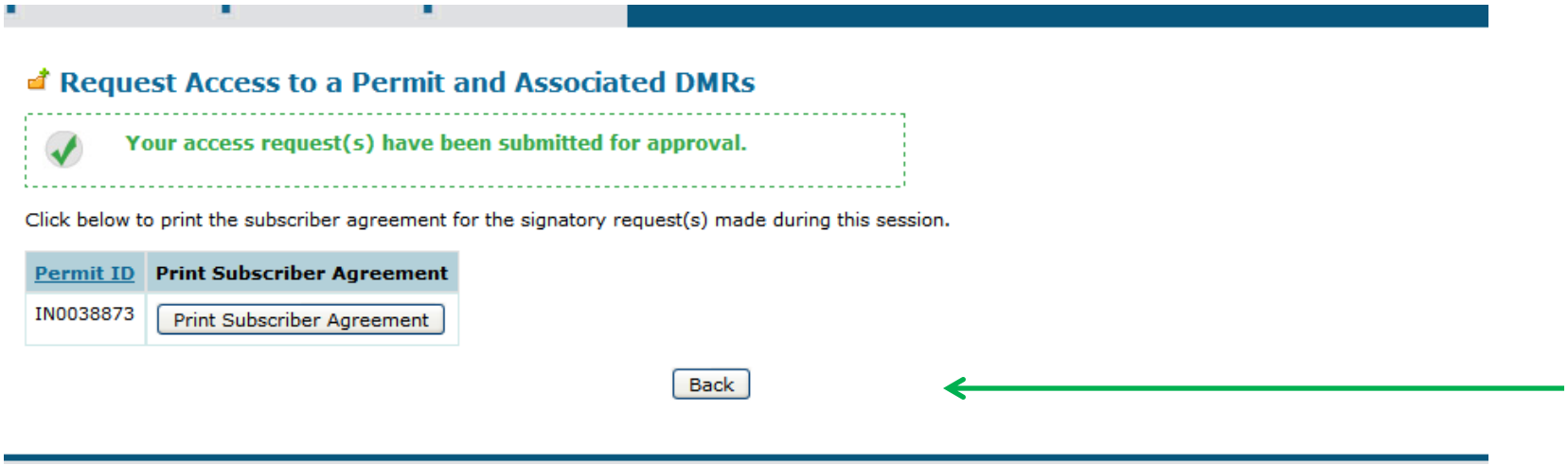
Request Access to NPDES Facility (4)

- The first Signatory Authority defaults to becoming the Permit Administrator for that facility in NetDMR
- Upon approval, the Permit Administrator can then approve access requests/roles for other individuals for that facility, thereafter
- Approval is received via email

Request Access to NPDES Facility (5)

Confirmation Screen and Print Subscriber Agreement

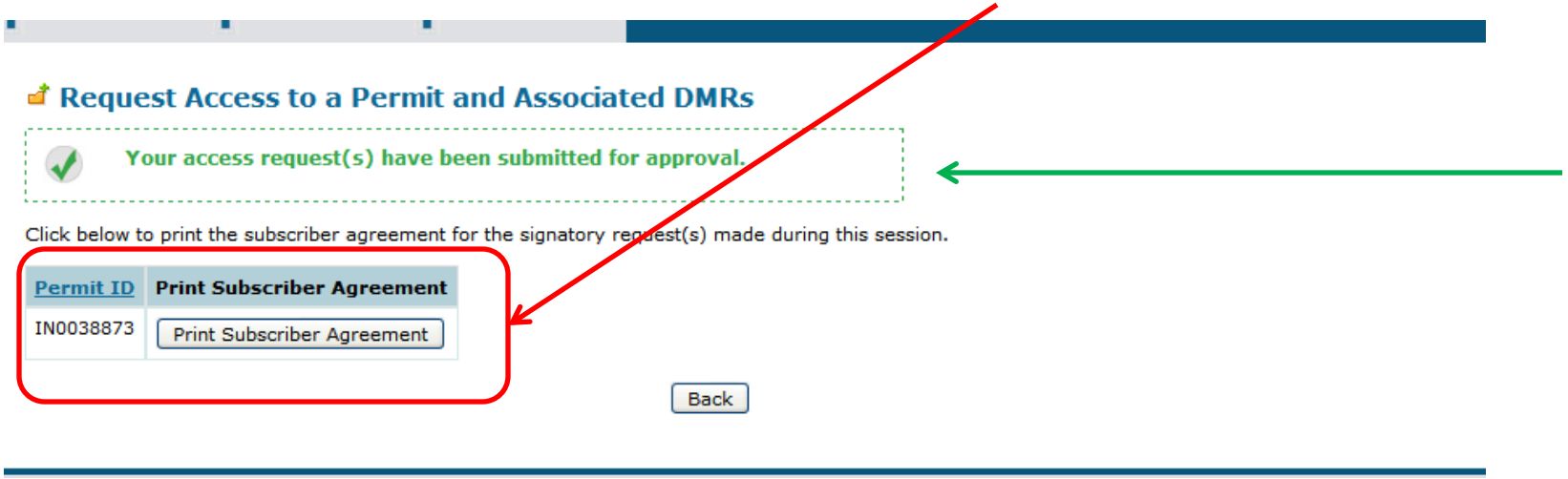
- **NetDMR Test environment** –Subsc. Agreement not required
- Test user can add another facility by clicking “Back” button
- Or can logout and wait to receive email confirming approval



Request Access to NPDES Facility (6)

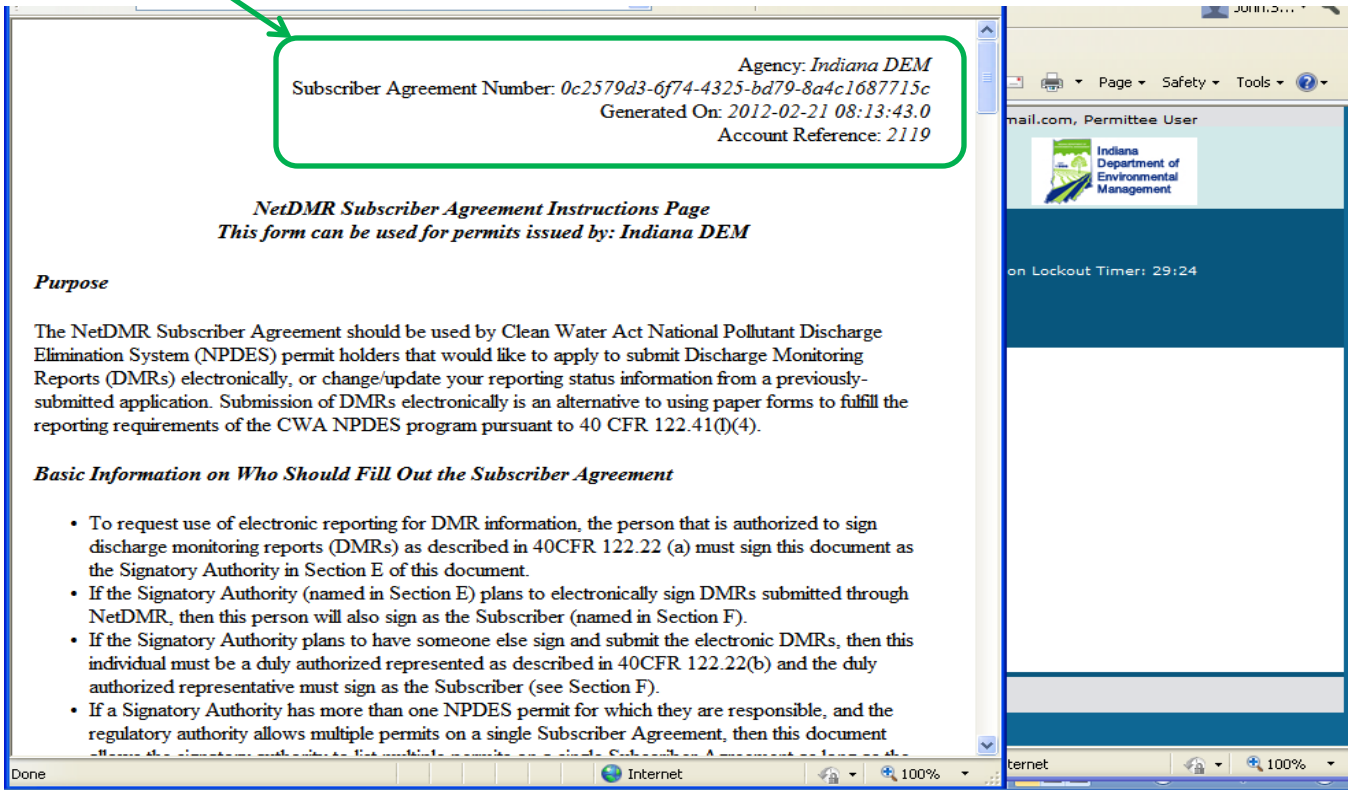
Confirmation Screen and Print Subscriber Agreement

- **NetDMR Live/Production environment – REQUIRED!**
- Serves as the wet-ink signature for all signed/submitted DMRs
- Must print, complete, sign and mail to address on the form



Request Access to NPDES Facility (7)

FYI: The Indiana Subscriber Agreement for NetDMR Live/Production



Agency: *Indiana DEM*
Subscriber Agreement Number: *0c2579d3-6f74-4325-bd79-8a4c1687715c*
Generated On: *2012-02-21 08:13:43.0*
Account Reference: *2119*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: Indiana DEM

Purpose

The NetDMR Subscriber Agreement should be used by Clean Water Act National Pollutant Discharge Elimination System (NPDES) permit holders that would like to apply to submit Discharge Monitoring Reports (DMRs) electronically, or change/update your reporting status information from a previously-submitted application. Submission of DMRs electronically is an alternative to using paper forms to fulfill the reporting requirements of the CWA NPDES program pursuant to 40 CFR 122.41(l)(4).

Basic Information on Who Should Fill Out the Subscriber Agreement

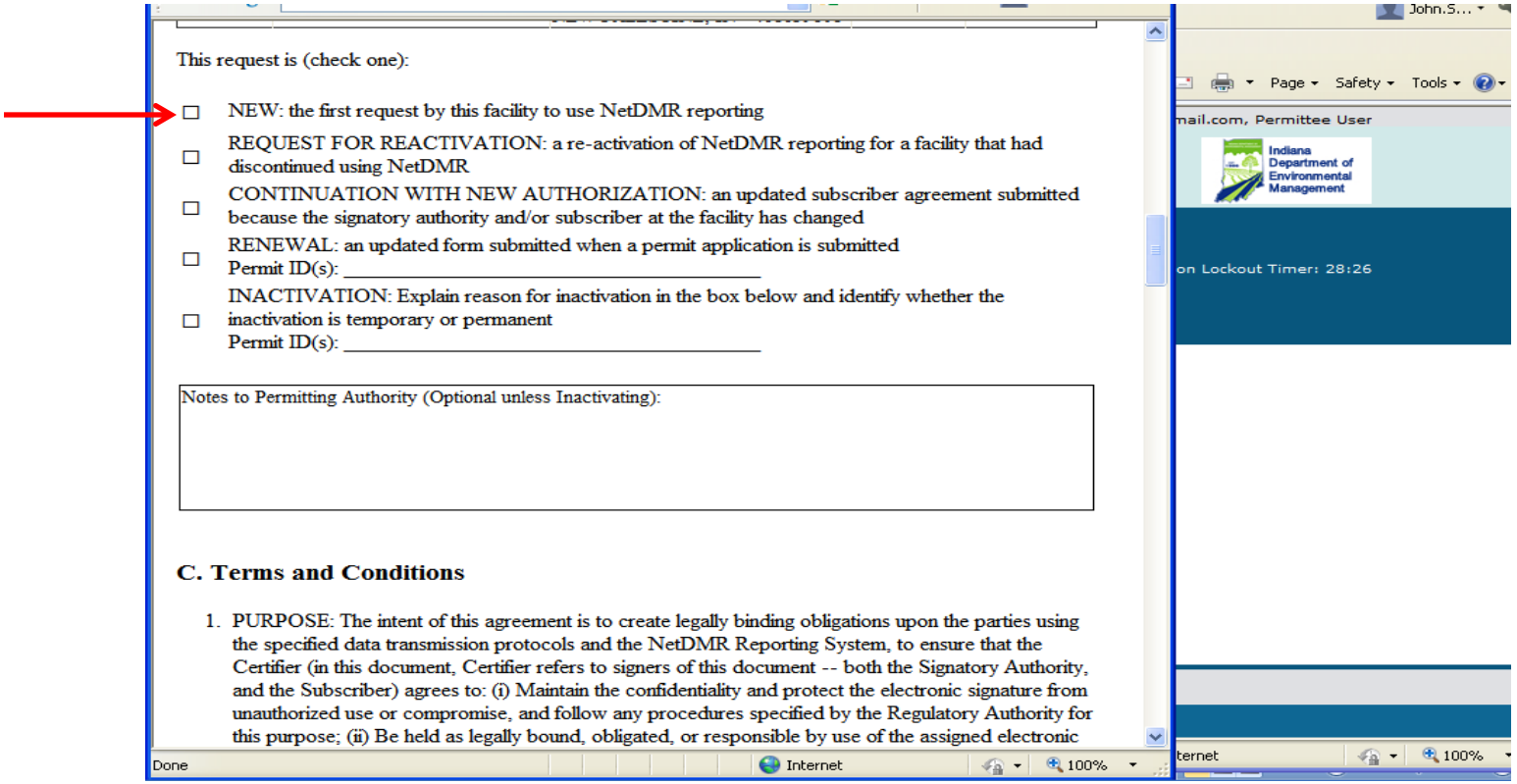
- To request use of electronic reporting for DMR information, the person that is authorized to sign discharge monitoring reports (DMRs) as described in 40CFR 122.22 (a) must sign this document as the Signatory Authority in Section E of this document.
- If the Signatory Authority (named in Section E) plans to electronically sign DMRs submitted through NetDMR, then this person will also sign as the Subscriber (named in Section F).
- If the Signatory Authority plans to have someone else sign and submit the electronic DMRs, then this individual must be a duly authorized represented as described in 40CFR 122.22(b) and the duly authorized representative must sign as the Subscriber (see Section F).
- If a Signatory Authority has more than one NPDES permit for which they are responsible, and the regulatory authority allows multiple permits on a single Subscriber Agreement, then this document

Done | Internet | 100%

Page | Safety | Tools
mail.com, Permittee User
Indiana Department of Environmental Management
on Lockout Timer: 29:24
ternet | 100%

Request Access to NPDES Facility (8)

FYI: The Indiana Subscriber Agreement for NetDMR Live/Production



This request is (check one):

- ☐ NEW: the first request by this facility to use NetDMR reporting
- ☐ REQUEST FOR REACTIVATION: a re-activation of NetDMR reporting for a facility that had discontinued using NetDMR
- ☐ CONTINUATION WITH NEW AUTHORIZATION: an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed
- ☐ RENEWAL: an updated form submitted when a permit application is submitted
  Permit ID(s): _____
- ☐ INACTIVATION: Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent
  Permit ID(s): _____

Notes to Permitting Authority (Optional unless Inactivating):

C. Terms and Conditions

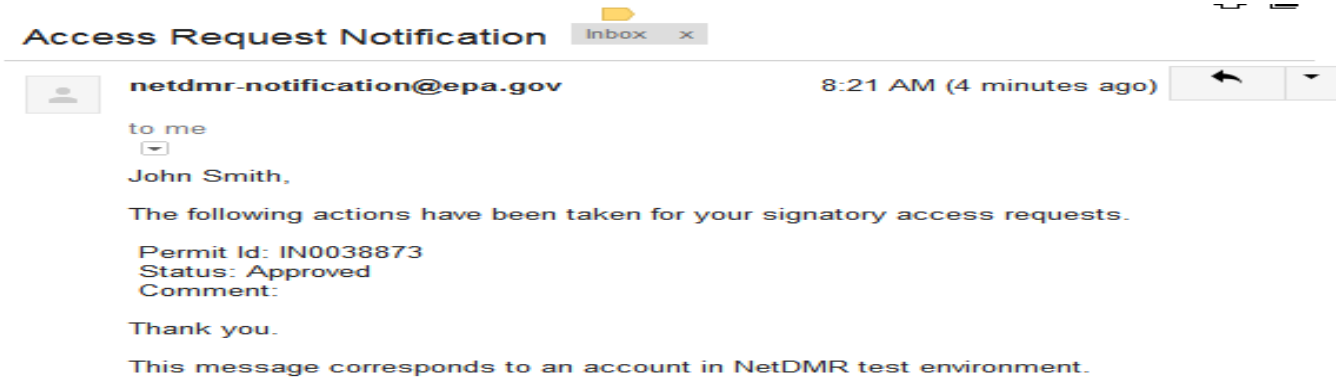
1. PURPOSE: The intent of this agreement is to create legally binding obligations upon the parties using the specified data transmission protocols and the NetDMR Reporting System, to ensure that the Certifier (in this document, Certifier refers to signers of this document -- both the Signatory Authority, and the Subscriber) agrees to: (i) Maintain the confidentiality and protect the electronic signature from unauthorized use or compromise, and follow any procedures specified by the Regulatory Authority for this purpose; (ii) Be held as legally bound, obligated, or responsible by use of the assigned electronic

Done | Internet | 100%

John.S... | Page | Safety | Tools | mail.com, Permittee User | Indiana Department of Environmental Management | on Lockout Timer: 28:26 | ternet | 100%

Wait to receive Approval

- Net DMR test Facility Access approval : 1-2 days
- NetDMR live/production approval : 5-10 days
- Facility Access Approval will be received via email
- Upon approval, user can search for DMR to complete



Access Request Notification Inbox ×

netdmr-notification@epa.gov 8:21 AM (4 minutes ago)

to me

John Smith,

The following actions have been taken for your signatory access requests.

Permit Id: IN0038873
Status: Approved
Comment:

Thank you.

This message corresponds to an account in NetDMR test environment.

For NetDMR Data Entry instructions go to:

http://www.in.gov/idem/6765.htm

and locate "*NetDMR Data Entry Walk-Through*"

- When NetDMR registration is complete and approval has been received

IDEM NetDMR Training

- **For information regarding NetDMR Data Entry go to http://www.in.gov/idem/6765.htm for IDEM NetDMR training information:**
  - *NetDMR Data Entry Walk-Through*